



**BILL Lee**  
Governor

## **TENNESSEE BUREAU OF INVESTIGATION**

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**DAVID B. RAUSCH**  
Director

### Memorandum

The Tennessee Bureau of Investigation (TBI) is the central repository for criminal history information for the state of Tennessee. In addition to maintaining criminal history information, it is our responsibility to provide public access to this information when requested.

Criminal history information, in the state of Tennessee, is comprised of misdemeanor and felony arrests based solely on fingerprint submission by the arresting agencies. When you request criminal history information on an individual, your results will state whether the subject has or does not have a Tennessee criminal history record. If there is a record that **may be** for the individual searched (aliases will not be included) a copy of the criminal history record will be forwarded to you. The Open Records check is a TN "name-based" check only. **No juvenile information will be included on the report unless the juvenile was transferred as an adult to criminal court pursuant to Tenn. Code Ann § 37-1-134.**

Please do not submit fingerprint cards or other additional documentation. Only the information contained on the request will be used to process the TN criminal history check. The accuracy of the information provided is critical, as all searches are conducted based on the information given.

**As of January 18, 2022, cash will no longer be accepted for TORIS Applications. The cost for criminal history information is \$29 per request and is non-refundable. Payment can be made with money order, cashier's check, personal check, business check or credit card. Also, American Express credit cards are not accepted. If payment is made by personal check, the background check results will be held until the check clears the bank, estimated time period is 7-10 days. If results are needed immediately, please choose another form of payment.**

### **Appealing the Results of a Criminal History Check**

If you requested a Tennessee criminal history information check on yourself or a check was requested for you and you wish to dispute the accuracy of the results, a fingerprint comparison can be performed. You must provide a copy of your fingerprints obtained from a local Law Enforcement Agency to compare against the corresponding charge(s) within the criminal history record. Submit your fingerprints along with a letter stating that you wish to dispute the findings of the record check conducted in your name. **You must include a cashier's check or money order for \$24.00.** Once the comparison of fingerprints has been made, the results will be forwarded to you stating that the criminal history is either accurate or found to be inaccurate.

For further questions, please contact the TORIS Unit at 615-744-4057 or by email [tbi.toris@tn.gov](mailto:tbi.toris@tn.gov).

